

Formal Resignation – Last Working Day on 14th October 2024



To

Cc Bcc

Formal Resignation – Last Working Day on 14th October 2024

Dear Rakesh Sir,

I hope you are well. I am writing to formally resign from my position as Technical Sales Engineer, with my last working day being 14th October 2024. This decision has been difficult, but I believe it is in my best professional interest.

I am committed to ensuring a smooth transition and will assist in any way necessary during the notice period.

Thank you for the opportunity to work with such a wonderful team. It has been a privilege.

Sincerely,

Viken Patel

Technical Sales Engineer

Contact info: 9537164743

Assistance Required Regarding Server Downtime Issue



To |

Cc Bcc

Assistance Required Regarding Server Downtime Issue

Dear sir,

I hope you are well. I am writing to inform you about a server issue we are experiencing. The server has been down intermittently over the past few days, making it difficult for me to access necessary systems and complete our work.

I have reached out to the IT team for assistance, but the problem is still not resolved. I would appreciate your help in addressing this issue.

Could we discuss this further at your convenience?

Thank you for your understanding.

Best regards,

Viken Patel

associate software tester

9537164743

Request for Salary Adjustment



Recipients

Request for Salary Adjustment

Dear Mr. Rajesh,

I hope this message finds you well. I am writing to formally request a salary review based on my performance and contributions over the past two years at SLTL. During this time, I have consistently exceeded expectations and contributed significantly to the growth and success of the team.

Given these achievements and my dedication to the company's success, I believe it is an appropriate time to discuss an adjustment in my compensation to reflect my contributions. I would greatly appreciate the opportunity to meet and discuss this at your earliest convenience.

Thank you for considering my request. I look forward to your feedback.

Sincerely,

Viken Patel

Technical sales engineer

Contact no. : 9537164743

Sincere Apologies for Misunderstanding on Project Delivery Date



Recipients

Sincere Apologies for Misunderstanding on Project Delivery Date

Dear Mr. Ramakrishna,

I am writing to offer my sincerest apologies for the misunderstanding regarding the project delivery date. I realize that this confusion may have caused unnecessary delays and inconvenience. This oversight was entirely unintentional, and I take full responsibility for the miscommunication.

Please rest assured that I am taking the necessary steps to clarify all project timelines and ensure that such an issue does not occur again.

I deeply regret any inconvenience this may have caused and appreciate your understanding in this matter. If you have any further concerns or require additional clarification, please feel free to reach out to me.

Sincerely,

Viken Patel

Associate Software Tester

Contact no: 9537164743

Email id: vikenjay.2014@gmail.com

Thank You for Your Continued Support



To

Cc Bcc

Thank You for Your Continued Support

Dear kailash patil,

I hope this email finds you well. I want to take a moment to sincerely thank you for your invaluable support and guidance during dotnet development internship. Your insights and assistance have been essential to our success, and I greatly appreciate your time and effort.

Looking forward to collaborating with you again in the future.

Warm regards,

Viken Patel

Dotnet developer intern

phone no. :9537164743